

# Play it Safe Guidelines

For Volleyball Event Providers as of 25 May 2020



## Preparing for the Event

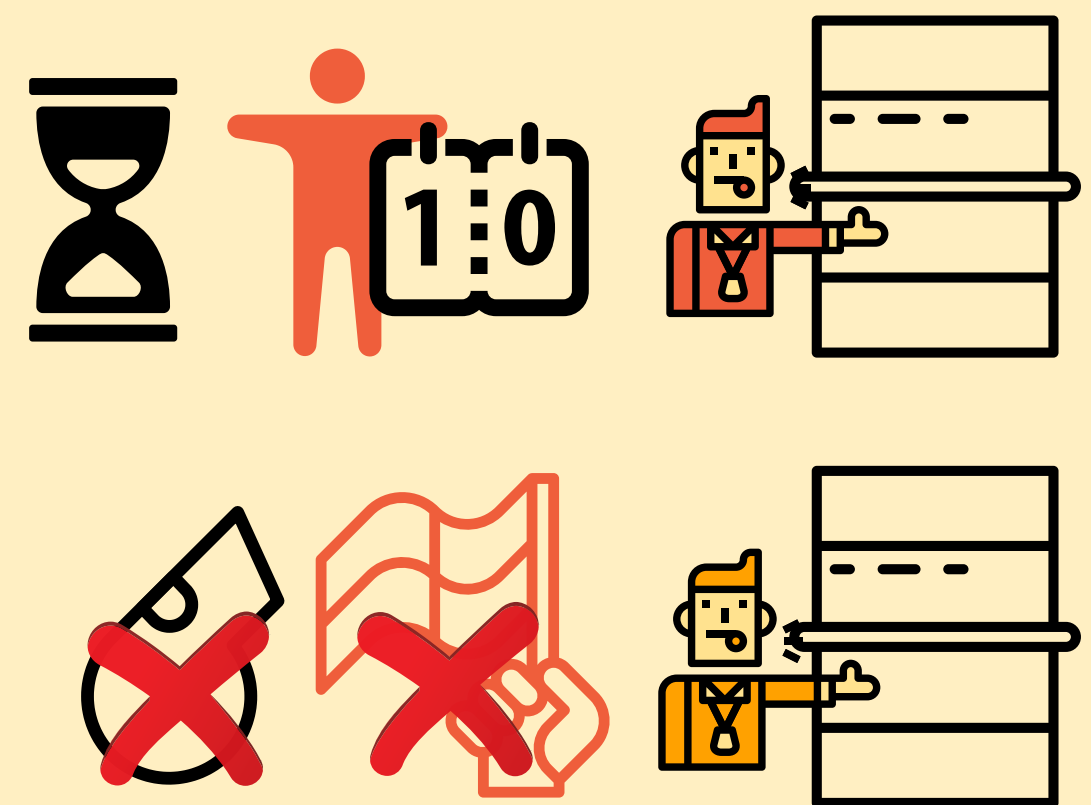
- Appoint a **COVID-19 response person** for your event
- Check if the **venue** has a different procedure and adapt
- Communicate **guidelines** and **safety plan** to participants
- Provide **signs** inside and outside the venue
- Implement **contact tracing** through apps or sign in sheets
- Encourage **cashless payment**; use gloves to handle cash or provide a cash box for participants to drop payment
- Use **door stoppers** for common areas like entrance and toilets
- Use **separate entry and exit points** if possible



- Provide **hand sanitisers** at entry points and for each court
- Allow only a **maximum of 100** participants in the gym
- Regulate **spectator entrance** and 1m-apart seating
- Children are not allowed unless **closely supervised**
- Provide **2 balls** per court only
- Clean balls** before and after every use and dry before using
- Bring a **first aid kit** with masks and gloves
- Disinfect surfaces** like tables, scoreboards and benches when possible
- Use a timer, whistle or **hooter to signal** end of matches

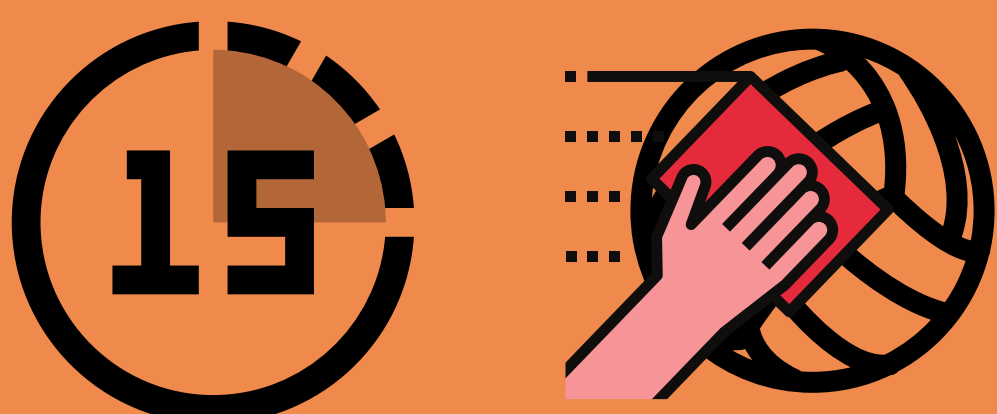
## Game Regulations

- Time matches** and usher people out the venue before the next group enters
- No switching of sides** at the end of each set
- Only one designated person for **scoring**
- If official scoresheet is being used, captains will just confirm the scores with the scorer **but should not sign the scoresheet**
- Referees should have duties in **one designated court** only
- Do not lend or provide **whistles, vests and flags** to referees



## Reminders

- Allot **15 minutes** between matches to give teams time to exit the venue and contact trace upon entry
- Wipe balls and surfaces during **pack-up**
- Refer to Sport NZ COVID-19 Sector Advice for **further guidelines** or contact your Regional Volleyball Association or Volleyball New Zealand for more advice if needed



# Play it Safe Guidelines

## Public Health Measures

### Required

- Gatherings must be restricted to a maximum of 100 people (indoor and outdoor facilities).
- A system to record and retain the contact details of all people involved in, or attending, your activity must be in place to enable contact tracing should it be required. This information should be accessible at all times for contact tracing purposes up to 4 weeks after the contact was recorded.
- Surfaces and equipment must be regularly cleaned and disinfected where practicable.
- Good personal hygiene practices should continue - wash and dry your hands before and after activities, cough into elbow and don't touch your face.
- Stay home if you're sick and do not take part in sport or recreation if you have flu-like symptoms, self-isolate at home and get tested immediately.

## Recommendations

### Organisations:

1. Have a written COVID-19 health and safety plan for your tournaments and programmes.
2. Contact tracing register should be implemented for all individuals involvement including staff.
3. Organisations must operate safely by complying with general public health requirements.

### Programmes:

1. Players and coaches should stay at home if they are feeling unwell.
2. Contact tracing register should be in place. For younger participants and for smaller programmes, collect the necessary details for contact tracing before the start of the programme. Prepare an attendance sheet and take note of the participants' attendance, time in and out.
3. A maximum of 100 people for any session including staff and coaches.
4. Spectators and parents should be counted as part of the gathering of 100.
  - i. Parents or guardians should avoid accompanying their children inside the venue. Wait in the parking lot if possible.
  - ii. Parents or guardians should register for contact tracing if they are to enter the venue.
5. Maintain 1-metre distance off-court especially in communal areas especially when playing in public gyms and stadiums.
6. Players and coaches should avoid all unnecessary physical contact when in court like handshakes and high-fives.
7. Follow the Play It Safe Guidelines checklist - Preparing for the event and the reminders.
8. The programme head should provide balls for the participants. Participants should not bring their own balls.

### Educational Courses:

1. This includes indoor and outdoor coaching courses and referee courses.
2. Follow advised guidelines on events and programmes.
3. Balls should be supplied by the organiser, coach developer, instructor. Sanitise the balls before and after use.



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## Advised Protocols and Regulations:

**Contact tracing** – Provide login sheets, NZ COVID Tracer app, IdMe app or any similar app with time in/out, name, contact number, email address. Participants should bring their own pen or only one person writes down the details. The information gathered should be accessible for up to 4 weeks from recorded date.

**COVID-19 Response Person** – We recommend having someone onsite in charge as the COVID-19 health and safety lead. Having someone to supervise this component of the game is good practice.

**Net protocol** – Refrain from shaking of hands between teams during net protocol. Avoid contact between teammates such as high-fives when celebrating a rally point.

**End of set** – Remain on the same side throughout the game and avoid changing sides between sets.

**Timed matches** – For multiple matches between multiple teams in a day, each game should be timed (may vary depending on your rules). All teams should exit the venue as soon as they hear the whistle/buzzer indicating that time is up. Including those required for the next round.

**Time between matches** – Allot 15 minutes between matches to give time for teams to exit and new teams to enter. Use different doors to enter and exit the venue if possible. There should be only a single entry and single exit used where possible (one-way flow).

**Designated referee/scorer** – For *social leagues*, referees should stay in their designated court throughout the day as much as possible. The referee will also score using a scoresheet or scoreboard. Do not share scoreboards. For *competitive leagues*, only one person will score using the scoresheet and scoreboard and should be wearing gloves. Line-up in the scoresheet can be dictated by the team captain or coach or can be left blank but should only be written by the scorer. At the end of the match, the team captains will be asked to verify the scores but will not sign the scoresheet. There is no need to assign line-judges and use line judge flags.

**Warm-up** – Teams should warm-up in one area or their designated court. Avoid jogging around the venue.

**Limit spectators** – Limit entry of spectators (part of the max 100-person count). Participants should avoid bringing their children to the games and if there are children present, they should always remain in one area or with the team and should be actively supervised. All spectators must follow contact tracing guidelines including children.

**Changing facilities** – Players should avoid using the changing rooms and should come to the games fully dressed for playing.

**Personal Items** – Tournament organisers should not provide or distribute whistles to referees who do not have their own. All referees/scorers should bring their own whistle and pen. Coaches should also bring their own pen. Bring own hand sanitizers and towels. Athletes should not bring their own balls.

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**Balls** - At least 2 balls per court should be allocated for the competition. This should be wiped with disinfectant wipes and dried before using for the next game. Instruct players to gently kick the ball to the side if it belongs to another court. Avoid alcohol wipes. Organiser should provide the balls.

**Handling cash** - Only one person should handle cash payments while wearing gloves if bank transfer is not possible. A coin bank or box can also be provided so participants can just drop the payment.

**Provide signs** - Social distancing, hygiene and tournament protocol signs should be posted inside and outside the venue.

**Pack-up** - When games are done, wipe tables, chairs, benches, poles and nets with disinfectant. This can also be done by the referee/scorer or anyone else after the match. Venues are responsible for cleaning the equipment, ask the venue for their cleaning procedures.

**Doors** - Provide and use door stoppers for common areas like entrance, exit and toilets to limit contact of handles and knobs. Caution should be exercised with common touch points.

**First Aid** - Remind teams that they should manage injuries within the team where possible and players from other teams should not gather around the injured person. A first-aider or medic will assist if required. Ensure there is someone in the group who knows first-aid. First-aid kits should also have PPEs like masks and gloves.

**Travel** - Should be done safely to reduce the possibility of transmission and spread of the virus. Stay local and within the region as much as possible.

## Reminders:

1. Practice proper hygiene. Wash/ sanitise hands before, during and after games as much as possible.
2. Surfaces and equipment must be regularly cleaned and disinfected where practicable.
3. Cough or sneeze on you own hand towel/ sleeves.
4. Bring your own water bottle to avoid sharing and using the drinking fountain.
5. Do not wipe the soles of your shoes with sweat or saliva for extra floor grip.
6. Maintain 1 metre physical distancing whenever possible. Avoid team huddles before, during and after a game/ training/ workshop.
7. Care must be taken in communal areas like car parks, entrance, lobby and toilets.
8. Do not attend if you are sick. If you have flu-like symptoms, self-isolate at home and get tested immediately.
9. Some venues like school gyms or stadiums might have their own guidelines that you should follow as an event organiser.
10. This may include spectator numbers or who can attend, other COVID-19 hygiene practices. Please check prior to your event.
11. If there is a COVID-19 suspected person (shows symptoms, close contact), call the local DHB/ testing centre, help the person get tested, prepare contact tracing data if asked by the MOH.